

1 Read and sort.

Read the phrases for writing emails below.
Sort the phrases to complete the table.

	Informal language for emails	Formal language for emails
Greeting		
Request		
Closing		

To whom it may concern

Hi there!

Can you help me with...?

Kind regards

I would like to ...

Thanks!

Dear ...

I need some help.

Take care

I am writing to request ...

Hello

Yours sincerely